

GUIDANCE NOTES FOR INTERNATIONAL APPLICANTS 2023/24



QUEEN'S
UNIVERSITY
BELFAST

INFORMATION FOR 2023-24 ENTRY

Congratulations on receiving your offer of a place on a postgraduate course of study or research. These guidance notes provide an outline of the next stages of the admissions procedures together with other useful information for postgraduate international applicants.

It is important that you read the notes carefully and ensure that you take appropriate action within the deadline dates indicated in order to avoid delays in processing your application. The notes are divided into five sections:

Section 1: Admissions procedures for either accepting or declining an offer of a place to study at Queen's University

Section 2: Advice on the support services available to Queen's students together with information on English Language tuition and the Pre-Semester Programme

Section 3: Tuition fees and financial details, documents required for registration as a student at Queen's and the semester dates for 2023-24

Section 4: Immigration Procedures

Section 5: A list of useful contact numbers and email addresses

MPhil/PhD/MD and Professional Doctorate Applicants

Links to the Study Regulations for Research Degree Programmes, the Code of Practice for Research Degree Programmes, the online Student Handbook and other guidance material are available at:

<http://go.qub.ac.uk/CoPResearchDegrees>

Taught Master's/Diploma Applicants

Applicants for the above programmes should refer to the regulations specifically for students undertaking postgraduate taught programmes. These are available on the University's website at:

<http://go.qub.ac.uk/PGTRegs>

Admissions and Access Service

Queen's University Belfast

Belfast, BT7 1NN, Northern Ireland, UK

T: +44 (0)28 9097 3004 **E:** intl.admissions@qub.ac.uk **W:** www.qub.ac.uk

SECTION 1 – ADMISSIONS PROCEDURES

1. Your Offer of Admission

The only official letter confirming your offer of a place to undertake a postgraduate programme of study is that issued by the Admissions and Access Service. Applicants who receive an offer will be provided with a copy of the University's Terms and Conditions. This will be sent to applicants in a durable medium.

An offer of admission does not constitute an offer of money to fund your studies. If you are not in receipt of financial support you should ensure that you are fully aware of the financial commitments and that you have the necessary resources to cover the cost of fees and maintenance for the duration of your studies (see <http://go.qub.ac.uk/costoflivingtables>).

2. Coronavirus COVID-19

The University adapted to supporting teaching, learning and research during the global coronavirus pandemic, and the health and wellbeing of our students, staff and wider community remains our first priority.

For the students joining us in the next academic year 2023/24, the University will continue to be guided as to best practice by both the UK government and the Northern Ireland Executive. Please see our FAQs page which is regularly updated: <https://www.qub.ac.uk/home/coronavirus-faqs/>

3. Before Accepting your Offer of a Place

All students must agree to conform to the Statutes of the University:

'We, the students of Queen's University Belfast, on admission do hereby promise that we will conform to the Statutes of the University and to all regulations, rules and orders from time to time made by the authorities of the University for the proper conduct of its business and due maintenance of discipline, that we will refrain from words or acts prejudicial thereto or from any conduct or activity which conflicts with the University's policies on Equality and Diversity, and Student Anti-Bullying and Harassment (including harassment on the grounds of age, religious belief, political opinion, race, gender, colour, ethnic origin, sexual orientation or disability), that we will refrain from injury to the property of the University and will endeavour to promote its interests and studies and will not engage in any conduct liable to bring the University into disrepute.'

Prospective students should be aware of this obligation before deciding to accept the offer of a place.

4. Conditional Offers - Notification of Examination Results

If your offer is conditional upon the completion of a degree or other qualification such as an English Language test, you must upload scanned copies of your examination result(s) and official final transcript/degree award certificate to the online application portal. Please ensure that you upload scanned copies of your final documentation to the **My Applications** section of the portal.

Please note that this also applies to students who are currently studying at Queen's University since the Admissions and Access Service does not receive notification of degree results. Where applicable, confirmation of your qualifications must be officially translated into English.

Please submit your results even if you have not exactly met the condition(s) of your offer, as it may be possible to exercise some flexibility if places are available.

If you do not provide this information your application cannot proceed to the next stage of the admissions cycle and more importantly, it will not be possible to send you the appropriate documentation to support your student visa application – see **Section 4** – Immigration Procedures.

Deposit Payment Condition

For admission to a number of postgraduate taught courses, payment of a deposit to secure your place on the course may be a formal condition of your offer. **Please note** that you **must** pay your deposit before the deadline date specified in your offer letter, otherwise your application will be withdrawn.

UK Visas & Immigration English Language Requirements

The University accepts the IELTS Academic and TOEFL internet-based tests for direct admission to postgraduate degree programmes. If your offer is conditional upon the completion of an approved English Language test, please note that for immigration (visa) purposes, you will be required to obtain the following minimum scores in each element of the test:

IELTS*: an overall score of 6.0 or 6.5 or 7.0 (depending on course requirement) normally with a minimum score of 5.5 in each element. A higher score may be required depending on the course (overall or in test components).

TOEFL*: (internet-based test only) a minimum overall score of 80, 90 or 95 (depending on course requirement) normally with minimum scores as follows: Reading 18; Listening 17; Speaking 20; Writing 17.

** IELTS (Academic) and TOEFL tests must have been taken within two years of the start date of the proposed course of study.*

These are the minimum standards acceptable and demand for places may mean that applicants will require higher grades in order to be competitive and some programmes will require higher scores in the individual test components. If so, this will have been specified in your offer letter. Other English language qualifications may be acceptable – please see <https://go.qub.ac.uk/EnglishLanguageReqs>. INTO Queen's University Belfast offers a wide range of English Language courses designed specifically for international students – please see Section 2.

Important – you must bring **original documentary evidence** of your degree qualification(s) ie. your **degree award certificate and official final transcript** (and a certified English translation, where applicable) to registration at the University in September. Photocopies/scanned images are not acceptable. Documentary evidence of English Language qualifications (if appropriate) will also be required at registration.

5. Unconditional Offers

If you meet all the admission requirements for your chosen course of study, you will receive an unconditional offer letter which you may use as evidence that you have been accepted on to the course.

6. Replying to an Offer of Admission

This is an important step in the admissions process since it enables the Admissions and Access Service to track the progress of your application and for those applicants who accept an unconditional offer of a place, the information is required to enable a CAS number to be assigned to you for visa purposes – see Section 4 Immigration Procedures.

To accept or decline an offer of a place, you should reply **online** following the links through the Direct Applications Portal – <http://go.qub.ac.uk/pgapply>. This should be completed **as soon as possible, ideally within 14 days** of receipt of your offer letter.

If you have applied and been offered a place on more than one course/programme of study, you must indicate whether you wish to accept or decline the offer against each course/programme.

Given that your final course choice may be dependent on funding and/or other factors, you may initially decide to accept more than one offer of a place. If you initially accept a place and subsequently wish to decline the offer, please email intl.admissions@qub.ac.uk to let us know.

For some high demand courses, waiting lists are in operation and an early response would enable us to offer the place to another applicant.

SECTION 2 – SUPPORTING YOUR STUDIES

1. English Language Tuition

INTO Queen's University Belfast offers a wide range of English Language courses designed specifically for international students, including 10, 6 or 4 week pre-sessional courses. Applicants who have satisfied the other course entry requirements and who achieve the required level of performance in the pre-sessional English course, will be permitted to progress to their postgraduate degree programme without having to re-take the IELTS or TOEFL test. **Please note** that for admission to a pre-sessional English course, applicants must normally hold a Secure English Language Test (SELT) approved by the UK Visas and Immigration (UKVI). A list of approved SELT tests and providers is available from the UKVI website at <https://www.gov.uk/student-visa>.

Further details are available from the website at: www.intohigher.com/queens

See Section 5 for contact details.

Please note that you must meet the University's English Language requirement before being permitted to register on to your postgraduate programme of study.

2. Disability Services

The University's Disability Service co-ordinates a range of supports for students with disabilities or long term conditions. Further information can be found at: www.qub.ac.uk/disability. If you wish to register with the University's Disability Service to receive academic support for your studies, please refer to: go.qub.ac.uk/ado-disability for guidance on the next steps in the process. If you require any additional support to register for the service, please email: disability.office@qub.ac.uk.

3. University Student Accommodation

The University offers a wide range of accommodation with options to suit different lifestyles. Willow Walk is purpose built accommodation ideally suited to the needs of international and postgraduate students. The accommodation offers a mix of studio and 1, 2, 3 and 4 bedroom apartments each with their own front door. A limited number of apartments are available for postgraduate students accompanied by partner and dependants.

Information regarding Queen's Accommodation will be available online from May 2023 at www.qub.ac.uk/accommodation together with details of how and when you can apply online. It is recommended that you submit your application as soon as possible and before 1 August.

It is provisionally anticipated that student accommodation will be available from 16 September

2023 or during the previous week if you are attending the Pre-Semester Engagement Programme.

Any queries about accommodation should be addressed to Elms Village Reception Office. See Section 5 for contact details.

If you intend bringing your spouse/family, you are strongly advised to arrive by yourself in the first instance. You can then make suitable arrangements for your family to arrive later.

4. Preparations for Arrival

You are strongly encouraged to attend the **Pre-Semester Engagement programme** for new students prior to the beginning of the academic year. The programme covers basic academic and practical matters and enables you to familiarise yourself with the University and living in Belfast before you commence your studies. Full details of the programme, along with details of support services available to international students will be available online to applicants from July 2023 at the following website: <https://www.qub.ac.uk/sites/my-queens/>

The International Student Support team's website contains a wide range of useful guidance on preparing to leave for the UK, arrival in the UK, immigration advice, living in Belfast, studying at Queen's and other general information. This will be updated as necessary for 2023 entry. Please see: <https://www.qub.ac.uk/sites/iss/international-welcome-and-orientation/>

Childcare Programmes – The University offers a range of childcare support. This includes full-time day care in three different crèches for children aged two months to four years, after school care for children aged 4 to 11 years and a Summer Activities Scheme for children aged 6 to 14 years. For information about the fees and how to apply, please see:

<https://www.qub.ac.uk/directorates/StudentAndCampusLife/ChildcareatQueens/>

5. International and Postgraduate Student Support

The University provides dedicated support to international and postgraduate students and provides many aspects of information, advice and guidance.

The **Graduate School** has been specifically designed to meet the needs of postgraduate students. The School provides an enriched environment of learning, support facilities, research and innovation in which postgraduate students can prosper and develop. It is also the base for the Postgraduate Skills Training Programme. Courses are specifically designed to give you the skills needed to be successful academically and

personally on your course, as well as equip you for future employment.

The new **One Elmwood** Student Centre, located in the heart of the campus, houses both the Students' Union and University Services in one purpose-built facility. It is home to **International Student Support**, which specialises in immigration advice for international applicants and students as well as support while you are in Belfast – see Section 5 for contact details. Staff members in this office are the only staff at the University who are permitted to give you immigration advice and will liaise closely with the Admissions Service to ensure you have the proper documents to be able to study at Queen's.

SECTION 3 – TUITION FEES, SCHOLARSHIPS & FINANCIAL ARRANGEMENTS, AND ENROLMENT & REGISTRATION

1. Scholarships and Funding

The International Office administers a wide range of fee reductions and scholarships for international students, and details of these arrangements for 2023 entry are available on the website at:

www.qub.ac.uk/internationalscholarships

Information on other possible funding opportunities specifically for postgraduate students is available from the Graduate School, see Section 5 for contact details or visit the website at:

<https://www.qub.ac.uk/graduate-school/>

Funding scholarships, not administered by the Graduate School or the International Office, may be offered by individual Schools in the University. It is therefore recommended that applicants check the relevant School website for details: www.qub.ac.uk/schools/

2. Tuition Fees

Information about the tuition fee payable for the academic year 2023-24 is included in your offer letter. Details of the tuition fees for international students can be found at the following website: www.qub.ac.uk/Study/Feesandfinance/. For courses with a duration of more than one year, fees will be subject to an annual inflationary increase.

3. Financial Arrangements/Payment of Fees

International students will be required to fulfil certain financial arrangements to the satisfaction of the University as outlined below.

Applicants are advised to consult the University's Student Finance website for full details of the procedures for the payment of tuition fees at:

<https://www.qub.ac.uk/Study/Feesandfinance/pay-tuition-fees>

A summary of the requirements which are in place for 2023 entry is outlined below.

As part of the registration and enrolment process and, before commencing your studies, you will have to either:

- provide official evidence of sponsorship or scholarship from a government or other official organisation; or
- pay the total tuition fee at or prior to enrolment. Please note that cash will not be accepted; or
- pay by Direct Debit: a minimum amount of 25% of the total fees must be paid at or prior to enrolment. Direct debits are taken in three equal payments at the end of November, January and March, or within four working days of each date. The direct debit facility is only available to those students who have a UK current bank account (not savings account) which is recognised by the Direct Debit Scheme. A Direct Debit Mandate form must be completed by **13 October 2023** to avail of the option; or
- provide evidence that you are in receipt of an award from the University or funding administered by the University.

The following may also be requested:

- provide the Director of Finance with satisfactory evidence of your financial standing before commencing your second or subsequent years of study;
- pay in advance the annual fees for tuition and University residential accommodation if requested;
- obtain any necessary currency permits to enable you to meet your obligations in full on arrival at the University.

4. Mandatory Tuition Fee Deposits for Postgraduate Taught Courses

If you have met all the course entry requirements and have accepted an **unconditional** offer of a place to study on a **postgraduate taught** course, **please note** that we **require** such applicants to pay a deposit of between £2,500 - £6,000 towards their tuition fees. Details of the exact amount required will be communicated to each applicant following the issue of an offer. For those applicants who require a Confirmation of Acceptance for Studies (CAS) for visa/immigration purposes, this deposit must be paid before a CAS can be issued – see Section 4.

CAS details will not be issued earlier than six months before the start of your degree programme.

When you pay a deposit towards your fees, you will receive a receipt which you should present with your

documents when you apply for your student entry visa to the UK. This information will also be included in your CAS statement – see leaflet - '[Studying at Queen's: Study Visa Options](#)'.

The arrangements for mandatory deposits for 2023 entry are as follows:

- the minimum deposit level will be **£2,500- £6,000 (as specified to you by the University)**, however you can make a higher payment of fees if you wish;
- the deposit should be paid using the following link: <https://queens.flywire.com>
- the deposit **will only be refunded** if you fail to obtain entry clearance from the UK immigration authorities to enter the UK as a student to undertake study at Queen's University. You must provide documentary evidence of your failure to obtain entry clearance.

International applicants who are in receipt of a full tuition fee scholarship are not required to pay the mandatory tuition fee deposit (official evidence of the scholarship must be provided to Admissions).

5. Voluntary Tuition Fee Deposits for Postgraduate Research Courses

If you have met all the course entry requirements and you have received an **unconditional** offer of a place to study on a **postgraduate research** degree, you should note that we provide a facility for applicants to pay a **voluntary** deposit towards their tuition fees.

If you pay a deposit towards your fees, you should present the receipt with your documents when you apply for your student entry visa to the UK. This information will also be included in your CAS statement – see leaflet '[Studying at Queen's: Study Visa Options](#)'.

The arrangements for payment of **voluntary** deposits for 2023 entry are:

- the minimum deposit level is **£2,500**, however you can make a higher payment of fees if you wish;
- the deposit should be paid using the following link: <https://queens.flywire.com>
- normally, the deposit **will only be refunded** if you fail to obtain entry clearance from the UK immigration authorities to enter the UK as a student to undertake study at Queen's University. You must provide documentary evidence of your failure to obtain entry clearance.

6. Additional Course Costs

For some courses, students may be required to purchase specialist equipment or attend field

courses and any costs involved will be additional to the tuition fees indicated in your admissions letter.

7. Cost of Living

Belfast has won awards for its affordable living, and the cost of living is less than many other UK universities. It is estimated that you will require a minimum of £9,500 (excluding tuition fees) to cover the cost of living expenses for a calendar year e.g. rent, heating, food etc.

However, this sum of money does not take account of funds necessary to support any dependants who may accompany you whilst you are studying. The overall cost of attendance will vary depending on your lifestyle. Further information about the cost of living in Belfast can be found at:

<http://go.qub.ac.uk/costoflivingtables>

Note – please refer to the leaflet – ‘[Studying at Queen’s: Study Visa Options](#)’ – to check the minimum amount of money you are required to have in place when applying for your student visa – see Section 5 for International Student Support contact details.

8. Registering as a Student at Queen’s

You will be required to complete enrolment and registration procedures to register with the University. This involves online registration followed by matriculation (verification of your identification and qualification documents).

You must provide **original documentary evidence** of the following:

Academic and English Language qualifications:

- Degree award certificate and final transcript (and a certified English translation, if applicable)
- English Language qualification, for example, IELTS test (if appropriate)

Please note that scans/copies/photographs will **not** be accepted in person.

Passport

All international students will be required to bring their original passport and visa permission to International Student Support staff in order for an Immigration Document check to be carried out as part of your enrolment – see Section 4.

ATAS Certificate

If you were required to apply for an Academic Technology Approval Scheme (ATAS) certificate, you will also be required to show this at enrolment.

Research Programmes

Registration and enrolment for the academic year 2023-24 will commence during September 2023.

Further details will be sent by Student Services and Systems to all applicants who have firmly accepted an unconditional offer of a place – see Section 5 for contact details.

Taught Courses

Successful applicants will be required to attend for registration and enrolment with the relevant School Office during September 2023. If you have any queries regarding registration you should contact the School direct – see Section 5 for the individual School contact details.

9. Semester Dates

Pre-Semester Engagement Programme 2023

Monday 11 September 2023 – Friday 15 September 2023 (provisional)

Postgraduate Welcome (Graduate School)

From 18 September 2023 (provisional) – a series of online and face-to-face events for new postgraduate students

Semester Dates 2023-24 – Postgraduate Taught

A summary of the Semester Dates for the academic year 2023-24 is shown below. For full details, please visit the following link:

<http://www.qub.ac.uk/about/Semester-dates/>

Autumn Semester	
Welcome, Induction, Teaching and/or Continuous Assessment	Monday 18 September – Friday 15 December 2023
Vacation	Monday 18 December 2023 - Friday 5 January 2024
Spring Semester	
Teaching and/or Continuous Assessment	Monday 8 January - Friday 15 March 2024
Vacation	Monday 18 March - Friday 5 April 2024
Teaching/Revision & Assessment	Monday 8 April - Friday 31 May 2024
Dissertation or research project	Monday 3 June – Friday 6 September 2024

Formal exams for PGT students, if required, will be provisionally scheduled between 1 May – 31 May 2024

Summer Graduation Week: Thursday 27 June – Friday 5 July 2024 (to be confirmed)

Winter Graduation week: Monday 9 December - Friday 13 December 2024 (to be confirmed)

SECTION 4 – IMMIGRATION PROCEDURES

4.1 Points Based System Student Visa

The Points Based System (PBS) is the visa route for the UK Visas and Immigration (UKVI) immigration rules. Under PBS, non-UK and non-Republic of Ireland nationals who wish to enter the UK must apply under the Student Visa route.

The leaflet – ‘[Studying at Queen’s: Study Visa Options](#)’ outlines the procedures in more detail. However, if you have any questions please do not hesitate to contact **International Student Support** – immigration@qub.ac.uk

These immigration rules are subject to change and it is your responsibility to check the UK Visas & Immigration website: www.gov.uk/visas-immigration

As a Student visa applicant and visa holder, it is your responsibility to be aware of, and comply, with the requirements of your visa. When you apply for a Student visa you must include a **Confirmation of Acceptance for Studies (CAS)** number. The University will assign your CAS number through the UKVI system.

Please refer to the University website for instructions on how to obtain your CAS: <https://www.qub.ac.uk/new-students/postgraduate/new-international-postgraduate-students/immigration-visa-cas-procedures/>

The CAS number will be included in a **Confirmation of Acceptance for Studies (CAS)** statement which will be sent to you by the Admissions and Access Service, **no earlier than 6 months before the course start date**. This will have important information that you need for your visa application.

CAS Shield

Applicants who have accepted either an unconditional or conditional offer will be contacted by email and invited to use the CAS Shield system to start the process for the preparation of their CAS. We recommend that you start this process as soon as possible, once you receive your welcome email from CAS Shield. If your offer of admission is conditional upon satisfying either an academic or English Language condition, you must meet these offer conditions before your CAS can be assigned.

Before the CAS can be issued, you must complete the CAS Shield process, ensuring you provide details of any previous study in the UK, along with scanned copies of your passport and previous immigration stamps/permissions. You **must** disclose full details of your previous UK immigration history, including any visa refusal/curtailment.

Please ensure that you provide a scanned copy of the passport which you intend to use for your Student visa application.

ATAS Clearance

If your course requires ATAS clearance, you must also provide evidence that you have submitted an application for ATAS clearance – see Section 4.5.

Important note: A CAS statement (including a CAS number) will only be sent to those applicants who have **firmly accepted an unconditional offer of a place**. It is important, therefore, that you inform the Admissions and Access Service as soon as possible whether you wish to accept or decline your offer.

Check your CAS statement carefully when you receive it. If you notice any errors with any element of your CAS statement, please inform the Admissions and Access Service as soon as possible. This includes errors with course start and end dates, course titles and level of the course.

For those commencing study in September 2023:

- Master’s degree programmes are normally one year in duration and will end on 30 September 2024.
- PhD programmes are normally three years in duration and will end on 30 September 2026.

The normal duration of the PhD research degree is three years, however this may be extended to allow time for the writing up of thesis, if required. The Confirmation of Acceptance for Studies (CAS) will be issued for a maximum period of four years to allow for this scenario.

Applicants for postgraduate taught programmes must pay a tuition fee deposit (see section 3, part 4) before a CAS can be issued.

Note – the earliest you may apply for a visa is 6 months before your course start date, if you are applying overseas, and 3 months before if you are applying in the UK. You must not travel to Belfast until you have been issued with your Student visa.

You will be required to upload copies of your passport, visa and ATAS Certificate where applicable, during online registration for your course. You will then need to present the originals to International Student Support staff at Queen’s when you arrive for an **Immigration Document Check** as part of enrolment and registration.

4.2 Extension of Permission – Students who are currently studying at Queen’s

If you are currently studying as a student at Queen’s and need to extend your visa you should contact International Student Support at immigration@qub.ac.uk who will advise on the procedures and the appropriate forms to complete.

If you have completed the course for which your visa was granted and will be moving to a new course at Queen’s, please contact International Student Support **before your current course ends** so they can provide you with information about applying for a visa for your new course, including the amount of money you will need to show for maintenance, and the timeline for making an application.

4.3 Extension of Permission – Students who are currently studying elsewhere in the UK

If you are studying at another educational institution in the UK and you want to extend your visa to study at Queen's University, you will need a CAS. A **CAS statement** will be sent to those applicants who have firmly accepted an unconditional offer of a place, and provided a copy of their passport and previous immigration permissions/stamps. Please note that if you are hoping to extend your visa from within the UK then you **MUST** seek the advice of the International Student Support staff, and send your visa application using their services. If you do not do this, then you will not be permitted to enrol until you have received your new visa. You must contact International Student Support at immigration@qub.ac.uk for further advice.

Please note that the UKVI has very specific guidelines relating to the length of time an applicant may study in the UK, and what types of 'academic progression' must be demonstrated when starting a second course in the UK. Please see the most up to date Student and Child Student Guidance for details: (<https://www.gov.uk/government/publications/points-based-system-student-route>)

4.4 Extension of Permission – Migrants already in the UK who wish to study at Queen's

Depending on the type of visa you currently have, it might be possible for you to study without switching (changing) to a student visa. If you are not sure about your visa and whether you can study please contact isscompliance@qub.ac.uk.

4.5 Academic Technology Approval Scheme (ATAS)

Most non-EU/EEA students (with the exception of nationals from Australia, Canada, Japan, New Zealand, Singapore, South Korea and the United States of America) who intend to undertake postgraduate research in Science, Engineering or Technology disciplines, or study for postgraduate taught Master's (but not postgraduate Diploma) courses in Materials Science, Materials Technology, Chemical, Process and Energy Engineering, Aerospace Engineering, Mechanical Engineering or Physics are required to obtain an ATAS Certificate.

This is a requirement for **most immigration categories**, even those who do not require a Student visa, but who may have been granted another form of time-limited leave to remain e.g. as a dependant, family member, spouse or refugee. The only exception is for applicants holding Indefinite Permission to Enter/Remain or other form of unlimited leave with no restrictions on study.

Non-EU/EEA nationals (with the exception of those who are exempt as indicated above) who require a Student visa must obtain ATAS clearance **before an application for the Student visa** can be made i.e. it will be a mandatory part of the immigration process.

In order to be issued with a CAS, all applicants who are required to obtain ATAS clearance **must provide evidence to the Admissions and Access Service**

that they have already submitted an application for ATAS clearance. This should be in the form of a screenshot from your application record on the ATAS online application system.

An ATAS Certificate is valid for 6 months from the date of issue by the Foreign & Commonwealth Office. You can apply for an ATAS Certificate up to 6 months in advance of the beginning of your degree programme. For example, if your programme begins on 18 September 2023, you may apply for your ATAS Certificate at any time after 18 March 2023.

If you require ATAS clearance you should apply in good time and provide a screenshot from the ATAS online application system to Admissions at the earliest opportunity. **Please do not wait until your offer becomes unconditional**, as this will delay the issue of your CAS. **A printed copy of your ATAS Certificate must be included with your visa application.**

If ATAS clearance is required for your programme of study, an attachment will be provided with your offer letter. This will include your personal and programme details, the CAH3 code for your area of study, and a brief description of your proposed research topic or in the case of taught programmes, a list of the modules you will be studying. This important document is required when you are completing your application for ATAS clearance and also later when applying for a visa/entry clearance.

The University reference number which you will be asked for is your application number provided in the offer letter and on the attachment.

For applicants to areas where ATAS clearance is not required but where we feel there may be some doubt on the part of entry clearance officers, a short attachment will be provided and the CAH3 code for your programme of study will be included. This should help to simplify the entry clearance process for you.

Full details about the scheme, including the online ATAS application, can be found at www.fco.gov.uk/atas.

SECTION 5 – USEFUL CONTACTS AT QUEEN’S

ADMISSIONS AND ACCESS SERVICE (admissions enquiries)

Queen’s University Belfast
Belfast BT7 1NN
☎ +44 (0)28 9097 3004
Email: intl.admissions@qub.ac.uk
Web: www.qub.ac.uk/ado

STUDENT FINANCE OFFICE (tuition fee payments)

One Elmwood Student Centre
Queen’s University Belfast
77 University Road
Belfast BT7 1NF
☎ +44 (0)28 9097 2767 / 2020
Email: studentfinance@qub.ac.uk
Web: www.qub.ac.uk/directorates/sgc/finance/

INTERNATIONAL STUDENT SUPPORT (student visas and immigration advice)

One Elmwood Student Centre
Queen’s University Belfast
77 University Road
Belfast BT7 1NF
☎ +44 (0)28 9097 3820
Email: immigration@qub.ac.uk
Web: www.qub.ac.uk/sites/iss

QUEEN’S ACCOMMODATION AND HOSPITALITY

Elms Village
Queen’s University Belfast
Belfast BT9 5BW
☎ +44 (0)28 9097 4525
Email: accommodation@qub.ac.uk
Web: www.qub.ac.uk/accommodation

STUDENT SERVICES AND SYSTEMS (enrolment and registration)

One Elmwood Student Centre
Queen’s University Belfast
77 University Road
Belfast
BT7 1NN
☎ +44 (0)28 9097 3223
Fax: +44 (0)28 9097 2828
Email: reghelp@qub.ac.uk
Web: www.qub.ac.uk/directorates/sgc/srecords/

INTERNATIONAL OFFICE (international scholarships, agents)

Global Student Recruitment
Lanyon North
Queen’s University Belfast
Belfast BT7 1NN
☎ +44 (0)28 9097 5088
Email: international@qub.ac.uk
Web: www.qub.ac.uk/International/

INTO QUEEN’S UNIVERSITY BELFAST (English language course enquiries)

Lennoxvale
Queen’s University Belfast
Belfast BT7 1NN
☎ +44 (0)28 9097 6850
Email: into@qub.ac.uk
Web: www.intohigher.com/queens

THE GRADUATE SCHOOL (postgraduate funding enquiries and postgraduate welcome)

Queen’s University Belfast
Belfast BT7 1NN
☎ +44 (0)28 9097 2585
Email: graduateschool@qub.ac.uk
Web: <https://www.qub.ac.uk/graduate-school/funding/>

DISABILITY SERVICES

One Elmwood Student Centre
Queen’s University Belfast
77 University Road
Belfast BT7 1NF
☎ +44 (0)28 9097 5250
Email: disability.office@qub.ac.uk
Web: www.qub.ac.uk/disability

CHILDCARE AT QUEEN’S

11 College Gardens
Belfast
BT9 6BQ
☎ +44 (0)28 9066 2146
Overview: <http://go.qub.ac.uk/8qjbc>
Fees: <http://go.qub.ac.uk/7qjbc>

UNIVERSITY SCHOOLS/INSTITUTES

Faculty of Arts, Humanities and Social Sciences

	TELEPHONE NUMBER (correct at time of print)
Arts, English and Languages	+ 44 28 9097 3320
History and Anthropology, Philosophy and Politics (including Institute of Irish Studies)	+ 44 28 9097 5028
Law	+ 44 28 9097 5122
Queen's Management School	+ 44 28 9097 4200
Social Sciences, Education and Social Work	+ 44 28 9097 5941/5117/3323
The Senator George J Mitchell Institute for Global Peace, Security and Justice	+ 44 28 9097 3609/1346

Faculty of Engineering and Physical Sciences

Chemistry and Chemical Engineering	+ 44 28 9097 5418
Electronics, Electrical Engineering and Computer Science	+ 44 28 9097 4639
Mathematics and Physics	+ 44 28 9097 3517/3533
Mechanical and Aerospace Engineering	+ 44 28 9097 4147
Natural and Built Environment	+ 44 28 9097 4006/3350
Psychology	+ 44 28 9097 5445

Faculty of Medicine, Health and Life Sciences

Biological Sciences	+ 44 28 9097 5787
Medicine, Dentistry and Biomedical Sciences	+ 44 28 9097 2215
Nursing and Midwifery	+ 44 28 9097 2233
Pharmacy	+ 44 28 9097 2086

IMPORTANT INFORMATION

The Admissions and Access Service at Queen's University has made all reasonable efforts to ensure that these guidance notes are accurate and up to date when compiled, but can accept no responsibility for any errors or omissions.

The University reserves the right to revise, alter or discontinue courses of study and to amend the Statutes and Regulations at any time without notice. It may prove necessary to vary the content or availability of some courses before or after students have been admitted. Entry to courses may be restricted by number or quality of entrants.

**Admissions and Access Service
Updated February 2023**